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ADMINISTRATIVE - INTERNAL USE ONLY

16 May 1963

MEMORANDUM FOR: [redacted] Special Assistant to the [illegible] STAT

SUBJECT : Paperwork Management Award

REFERENCE : Your memorandum, Subject: Leadership Award, 11 May 1963

1. In the course of reviewing our personnel for consideration for the Administrative Management Society Paperwork Management Award, we have been reminded once again of the great help we have received over the years from the Records Administration Staff under [redacted] with the ever-available advice and assistance of that staff our Medical Registrar recordkeeping has evolved from the original file cabinet system, through open-shelf filing, to our present automated filing system. STAT

2. Whereas we are properly aware of the contributions of our own personnel in this sustained improvement, we feel that if, as your memorandum indicates, the sponsors of the award have in mind a "senior executive who directs and manages programs or an individual who has set up a system for managing massive paperwork ...", an outstanding candidate for the award is available to the Agency.

3. Although we, of course, have no responsibility — either career or organizational — for such nomination, your attention is invited to the possibility of considering [redacted] for this award. STAT

SIGNED
JOHN R. TIETJEN M.D.

JOHN R. TIETJEN, M. D.
Director of Medical Services

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	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks:

STAT

We, in the Office of Medical Services sincerely appreciate the support that you and your staff has rendered to us. Attached is a copy of the memo we discussed on the phone

Carl

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.		DATE
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